



JOB OPPORTUNITY

OFFICE OF THE STATE PUBLIC DEFENDER

Classification: Legal Secretary, Range A \$3038 - 3692
Range B \$3190 - 3878
Tenure: Permanent, Full-time
Hours: 8:00-5:00, Monday-Friday
Location: San Francisco, CA

RECRUITMENT & PAY DIFFERENTIAL AVAILABLE FOR LOCATION

DUTIES AND RESPONSIBILITIES:

Under the direction of the Legal Support Supervisor, the incumbent is a member of a legal support secretarial team, performs difficult legal secretarial duties for four or more attorneys and/or professional staff in the Office of the State Public Defender. The incumbent must be able to effectively and efficiently carry out assigned tasks with minimal supervision and be able to work directly with attorneys and legal assistants in a team environment, have strong communication skills, work well under pressure, and meet short deadlines. Responsible for travel arrangements for attorneys and paralegals which include securing hotel, car rental, and airlines reservations; prepares travel-related forms and travel expense claims

While performing assigned duties, the secretary may be required to sit for extended periods of time to operate a computer terminal and transcribe tapes from dictaphone, and stand to photocopy and assemble documents. The secretary works in an interior workstation in a smoke-free environment. Ability to lift up to 20 lbs.

DESIRABLE QUALIFICATIONS:

Excellent organizational skills; Ability to work independently with others; Attention to detail and good attendance record; Demonstrated capacity for assuming increasing responsibility, originality and tact; Ability to maintain confidentiality with regard to sensitive issues; Must be proficient in the use of information technology in order to effectively carry out the duties of the position, including establishment of automated monitoring and tracking systems.

WHO SHOULD APPLY:

State employees in the above classification(s), or who are within transfer range, or have list eligibility. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus).

Send an Application To:

Raquel Correa, Human Resources
Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814 (916) 445-5447

FINAL FILING DATE: Until filled

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 01/12/09